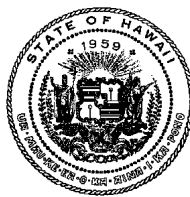


Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 201
Honolulu, HI 96817
Attention: Licensing Section



Contact: www.htsb.org
htsb@hawaii.gov
808-586-2600

**APPLICATION FOR FIVE YEAR RENEWABLE
HAWAI'I CAREER AND TECHNICAL EDUCATION SPECIAL PERMIT**

Return the application to the Hawaii Teacher Standards Board. HTSB cannot complete the processing of your application until ALL requirements are met.

Have you remembered to:

- ☐ Complete all information on this application documents.
- ☐ Sign and date this application.
- ☐ Make a copy of this application for your records.
- ☐ Create an HTSB online account so you will be notified by email to go to www.htsb.org to make payment by eCheck or credit card when your application is complete.

NOTE: You may renew the CTE Special Permit one time for an additional five (5) years.

1. PERSONAL INFORMATION All fields must be answered.

Social Security Number _____ Date of Birth _____ / _____ / _____
MM DD YYYY

Print name in CAPITAL LETTERS.

(LAST NAME) (FIRST NAME) (MI)

Former/Maiden Name(s), if applicable:

(LAST NAME) (FIRST NAME) (MI)

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ OR Cell Phone _____

Non-Lotus Notes E-mail Address _____

Are you employed by the Hawai'i Department of Education? YES _____ NO _____

If employed provide the name of the school or education office: _____

2. PROFESSIONAL FITNESS *You must answer all questions:*

- ☐ YES ☐ NO Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?
- ☐ YES ☐ NO Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?
- ☐ YES ☐ NO Have you ever had a professional license or certificate suspended or revoked?
- ☐ YES ☐ NO Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?
- ☐ YES ☐ NO Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?
- ☐ YES ☐ NO Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?
- ☐ YES ☐ NO Have you been convicted or pled "*nolo contendere*" (no contest) to a felony or misdemeanor?

If you answered "yes" to any of the above questions, additional documentation will be requested by letter after review of your application.

SECTION 3. WORK EXPERIENCE AND LICENSE HISTORY WILL BE VERIFIED ON YOUR EMPLOYER'S RECOMMENDATION FORM WHICH IS SUBMITTED DIRECTLY TO HTSB.

ASK YOUR HAWAII PUBLIC SCHOOL EMPLOYER TO SUBMIT: The Recommendation to Receive Career & Technical Education Special Permit must be submitted directly to HTSB from the State of Hawaii Office of Human Resources Department (OHR) or by your Charter School.

SECTION 4. FEE *Paying the fee online automatically issues your permit.*

You will be notified by email to pay your permit, fee when all other requirements are met if you have created an online account at www.htsb.org. You must pay for this permit annually as issuance is dependent upon employment by a Hawaii public school. All payments are non-refundable.

Payment using the **MyHTSB online account** will automatically issue your permit, allow you to print a copy of your permit, and display your new permit, information in the HTSB License Search for the public. When you pay online you may select a yearly payment plan and pay by eCheck or credit card, and you will receive an email reminder when an upcoming payment is due. The online system vendor, eHawaii.gov, charges an administrative fee to support the online system but HTSB will pay this fee for you when you pay online.

Payment Using the MyHTSB Online Account	Permit Fee	Administrative Fee charged by eHawaii.gov is paid by HTSB	Your Total
Annual Payment	\$48.00	\$5.80	\$48.00

If you choose to submit a personal check to pay your fee, you must include the eHawaii.gov administrative fee in the following amounts. Checks submitted for the incorrect amount will be returned, affecting the issuance date of your license. Checks should be payable to HTSB and mailed to our office.

Payment by Personal Check	Permit Fee	Administrative Fee	Your Total
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		charged by eHawaii.gov	
Annual Payment	\$48.00	\$5.80	\$53.80

SECTION 5. STATEMENT OF AFFIRMATION

I certify that the statements contained in this application are true and correct. I understand that misrepresentation or falsification is grounds for Board refusal to deny my permit or impose other disciplinary sanctions.

SIGNATURE OF APPLICANT _____ **DATE** _____

Information on application is subject to release pursuant to the Freedom of Information Act. Once submitted, applications and supporting documentation become the property of the Hawai'i Teacher Standards Board and cannot be returned.